

Home Help Individual Provider Revalidation Instructions

Step 3: Specialties



“Working to protect, preserve and promote the health and safety of the people of Michigan by listening, communicating and educating our providers, in order to effectively resolve issues and enable providers to find solutions within our industry. We are committed to establishing customer trust and value by providing a quality experience the first time, every time.”

-Provider Relations

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Provider Enrollment Revalidation Process

All providers are required to revalidate their Medicaid enrollment information a minimum of once every five years, or more often if requested by MDHHS. MDHHS will notify providers when revalidation is required.

Provider Enrollment Revalidation Process

- This presentation covers the provider enrollment steps that are required during revalidation. Additional provider enrollment steps may need to be updated or reviewed by providers but are listed as optional and are not covered in this presentation.
 - For complete Home Help Individual Provider enrollment instruction:
www.Michigan.gov/HomeHelp >> New Enrollment >> [New Individual Provider CHAMPS Registration and Enrollment Instructions](#)
- Providers should review information within each enrollment step to ensure it's up to date and accurate.
- When providers update their enrollment information, a new record is created for Provider Enrollment to review. Providers can change the updated information through the new record until the enrollment is submitted to the State for review.

Provider Enrollment Revalidation Process

- Providers have a 90-day period to complete their revalidation in CHAMPS.
 - **Note:** The 90-day period to complete a revalidation **ONLY** applies to Home Help providers on their original revalidation attempt. If MDHHS re-opens a closed enrollment, providers will be told of the new timeframe to complete the re-opened revalidation.
 - The first day of the revalidation period, providers will be mailed a letter addressed to their CHAMPS correspondence address located within the Provider Enrollment information.
 - 30 days before the revalidation period end date a second letter is mailed if the revalidation has not been completed.
 - If the revalidation has not been completed by the end of the last day of the revalidation period, a termination letter will be generated.
 - For example 2/24/20 is the revalidation cycle end date, and the termination letter will be generated the night of 2/24/20.

If revalidation is not completed during the revalidation period, the provider will have their enrollment closed and payments will stop immediately.

- Once enrollment is closed due to not completing revalidation providers must contact MDHHS Provider Enrollment to have the enrollment re-opened.
 - **Note:** If MDHHS opens the enrollment manually, the provider cannot make changes until the following day.

MiLogin and CHAMPS

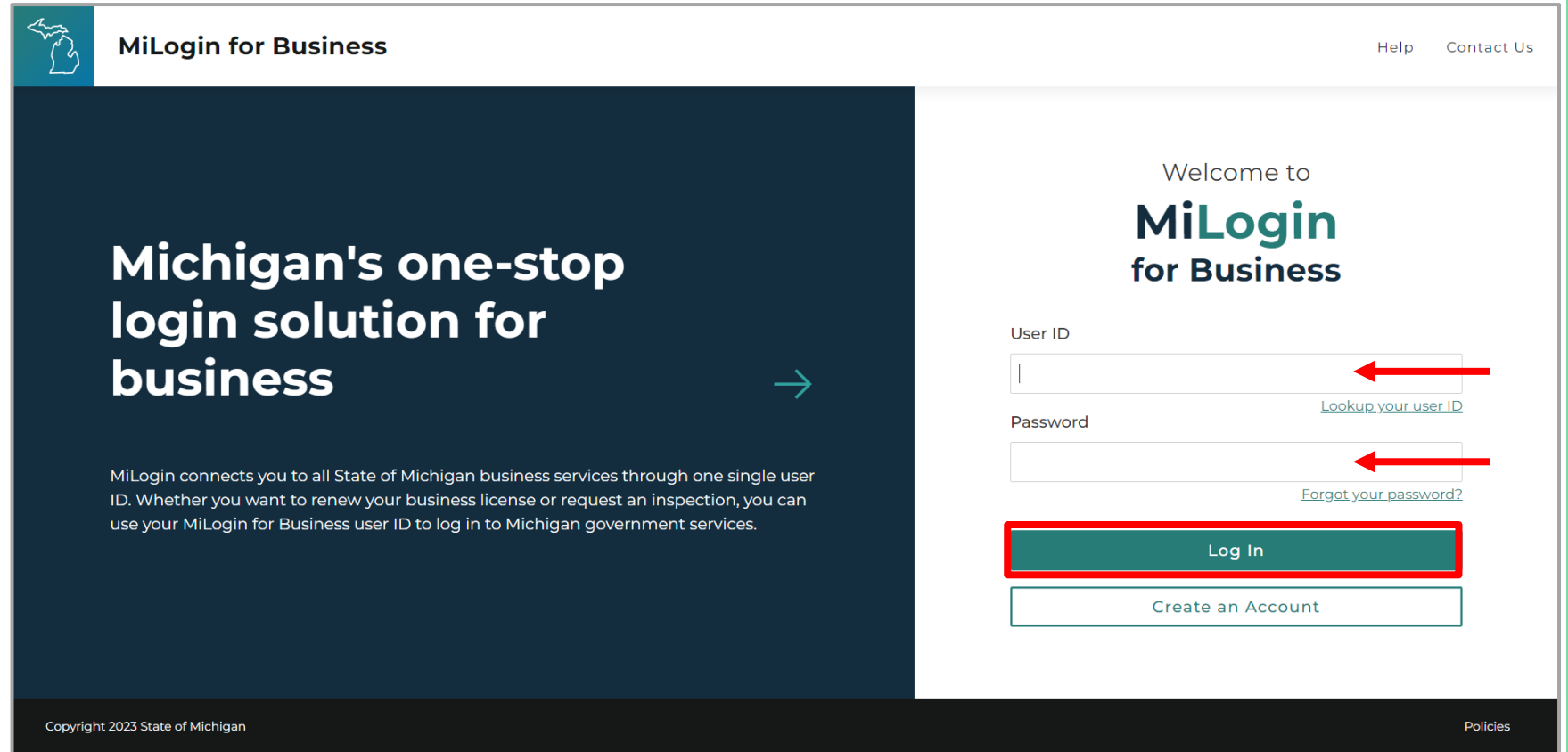
MiLogin is the State of Michigan Identity, Credential, and Access Management (MICAM) solution. All users needing access to CHAMPS's information must obtain a MiLogin User ID and Password.

CHAMPS (Community Health Automated Medicaid Processing System) is the MDHHS application where providers enroll, update provider enrollment information, and report services performed.

As of October 28, 2023, MiLogin Third Party has been rebranded to MiLogin for Business.

MiLogin and CHAMPS

- Open your web browser (e.g., Internet Explorer, Google Chrome, Mozilla Firefox, etc.).
- Enter <https://milogintp.Michigan.gov> into the search bar.
- Enter the User ID and Password and click Login
 - If you don't remember your User ID or Password, you can select "Lookup your User ID" or "Forgot your password?"



The screenshot displays the MiLogin for Business website. The header includes the Michigan state logo and the text "MiLogin for Business", with links for "Help" and "Contact Us". The main content area features a dark blue banner with the text "Michigan's one-stop login solution for business" and a teal arrow pointing right. Below this, a paragraph explains that MiLogin connects users to all State of Michigan business services through a single user ID. To the right, the login form is titled "Welcome to MiLogin for Business". It contains two input fields: "User ID" and "Password". Red arrows point to these fields, with links "Lookup your user ID" and "Forgot your password?" respectively. Below the input fields are two buttons: "Log In" (highlighted with a red border) and "Create an Account". The footer contains the copyright notice "Copyright 2023 State of Michigan" and a link to "Policies".

MiLogin for Business

Help Contact Us

Welcome to
MiLogin
for Business

User ID

Password

[Lookup your user ID](#)

[Forgot your password?](#)

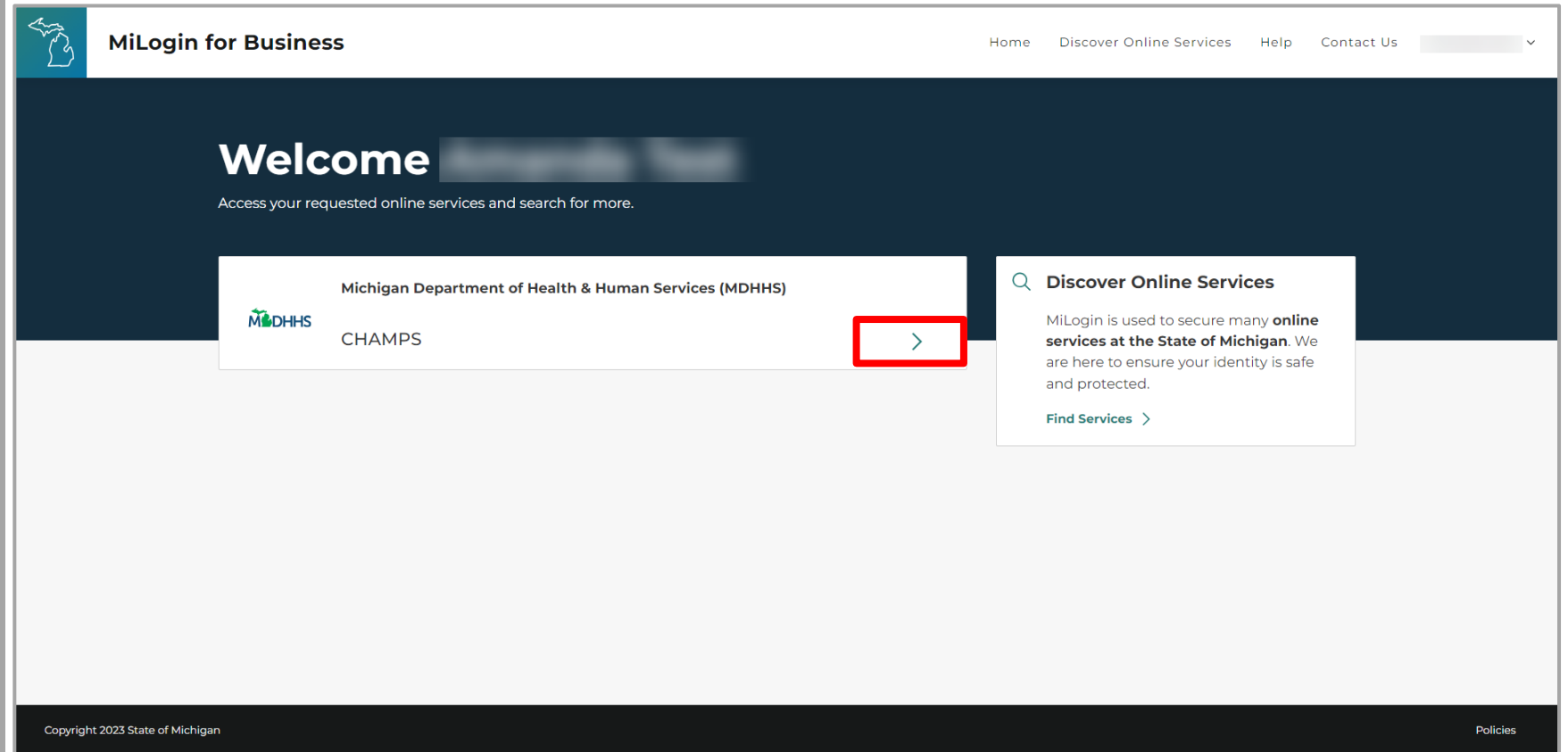
Log In

Create an Account

Copyright 2023 State of Michigan Policies

MiLogin and CHAMPS

- You will be directed to your MiLogin Welcome Page.
- Click the CHAMPS hyperlink.



MiLogin and CHAMPS

- Review the terms and conditions and check the 'I agree to the Terms & Conditions'.
- Click Launch service.

MiLogin for Business

Home Discover Online Services Help Contact Us

[Back to Home](#)

MDHHS

CHAMPS

(Community Health Automated Medicaid Processing System) is the Michigan Medicaid Management Information System (MMIS). It supports Medicaid provider enrollment and maintenance, beneficiary healthcare eligibility and enrollment, prior authorization, Home Help Electronic Service Verification (ESV), fee-for-service payments and managed care enrollments, payments, and encounters.

Please accept the Terms and Conditions to continue:

Terms & Conditions

The Michigan Department of Health & Human Services (MDHHS) computer information system (systems) are the property of the State Of Michigan and subject to state and federal laws, rules and regulations. The systems are intended for use only by authorized persons and only for official state business. Systems users are prohibited from using any assigned or entrusted access control mechanisms for any purposes other than those required to perform authorized data exchange with MDHHS. Logon IDs and passwords are never to be shared. Systems users must not disclose any confidential, restricted or sensitive data to unauthorized persons. Systems users will only access information on the systems for which they have authorization. Systems users will not use MDHHS systems for commercial or partisan political purposes. Following industry standards, systems users must securely maintain any

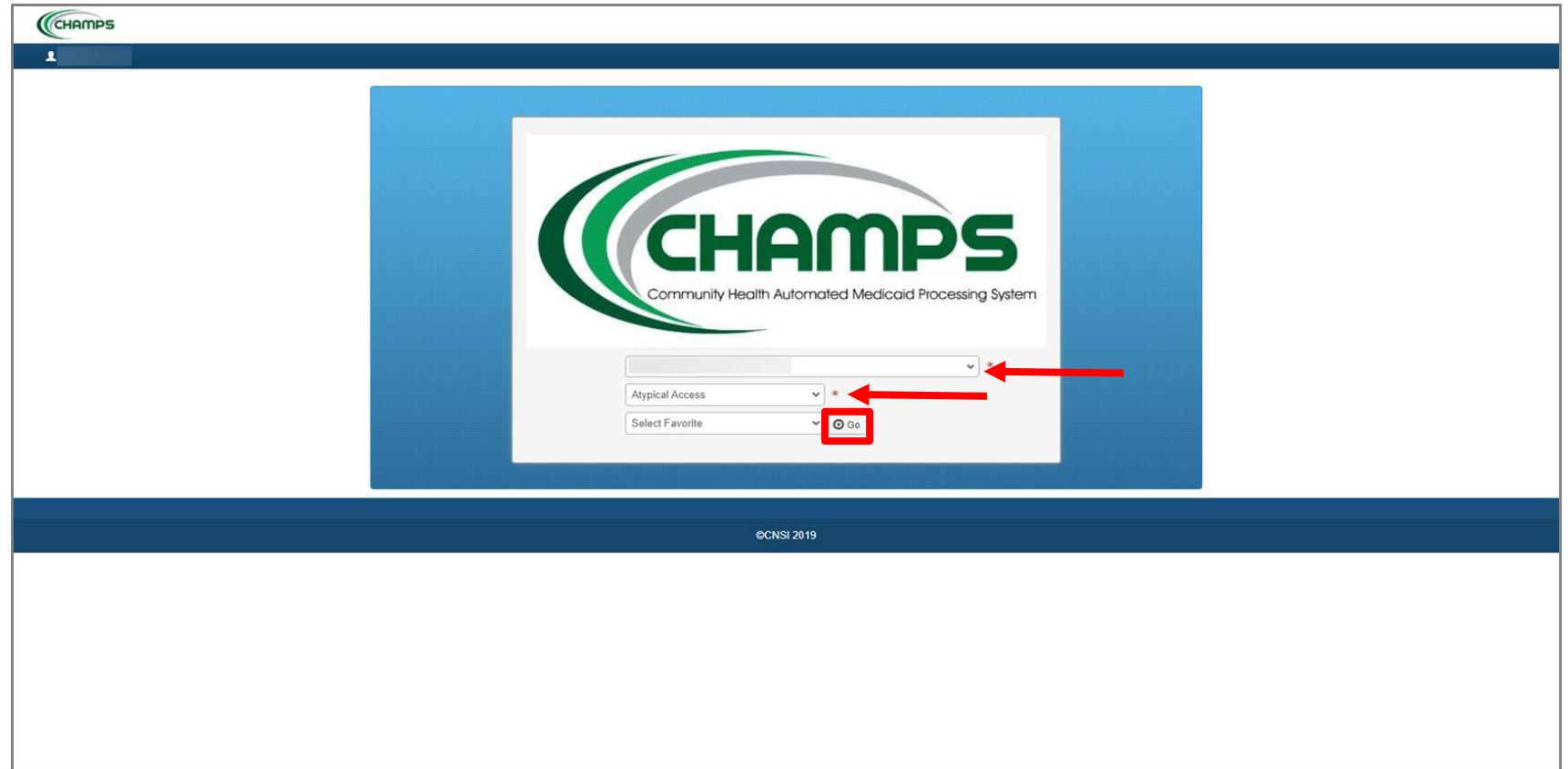
☒ I agree to the Terms & Conditions

Launch service

Copyright 2023 State of Michigan Policies

MiLogin and CHAMPS

- The Provider ID and Name will show in the top drop-down menu
- In the Select Profile drop-down menu, select Atypical Access
- Click Go



The screenshot shows the CHAMPS login page. At the top left is the CHAMPS logo. Below it is a user profile icon. The main content area features a large CHAMPS logo with the text "Community Health Automated Medicaid Processing System" underneath. Below the logo is a login form with three dropdown menus: a top menu for Provider ID and Name, a middle menu for "Atypical Access", and a bottom menu for "Select Favorite". To the right of these menus is a "Go" button, which is highlighted with a red square. Three red arrows point to the dropdown menus and the "Go" button. The footer of the page displays "©CNSI 2019".

Step 3: Specialties

Specialties is the third step that must be completed in the revalidation process. You will not be able to complete this step until you have completed the previous steps.

Step 2: Locations

- Click the Provider drop-down menu
- Select Manage Provider Information

The screenshot displays the CHAMPS Provider Portal interface. At the top, the 'Provider' dropdown menu is open, showing options: PROVIDER ENROLLMENT (New Enrollment, Track Application), MANAGE PROVIDER (Manage Provider Information), and ELECTRONIC SERVICE VERIFICATION (ESV) (ESV Member List). A red arrow points to 'Manage Provider Information'. The main content area shows a 'No Records Found!' message. On the right, a calendar for January 2023 is visible, showing the current date as 5 January 2023 (Thursday) at 14:14.

Mo	Tu	We	Th	Fr	Sa	Su
			5	6	7	8
2	3	4				
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Step 3: Specialties

- Click on Step 3: Specialties

My Inbox

Provider

Note Pad

External Links

My Favorites

Print

Help

Provider Portal

Atypical Individual Modification

Provider ID:

Name:

Close

Undo Update

Please update all steps to complete your revalidation process

View/Update Provider Data - Atypical Individual

Business Process Wizard - Provider Data Modification (Atypical Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 2: Locations	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 3: Specialties	Required	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 4: Associate Billing Provider/Other Associations	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 5: License/Certification/Other	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 6: Mode of Claim Submission/EDI Exchange	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 7: Associate Billing Agent	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 8: Taxonomy Details	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 9: View Servicing Provider Details	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 10: Associate MCO Plan	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 11: 835/ERA Enrollment Form	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 12: Upload Documents	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 13: Complete Modification Checklist	Required	11/13/2019	11/21/2019	Incomplete		
<input type="checkbox"/> Step 14: Submit Modification Request for Review	Required	01/05/2023	11/21/2019	Incomplete		Modification Request has not been Submitted.

View Page: 1

Go

Page Count

Save to Excel

Viewing Page: 1

First

Prev

Next

Last

Step 3: Specialties

- Click Close.
 - Please Note: Nothing may need to be updated here, but providers must still click in this step and then Close for the step to show complete.

The screenshot shows the CHAMPS Provider Portal interface. At the top, there's a navigation bar with 'My Inbox' and 'Provider' tabs. Below this, a breadcrumb trail reads 'Provider Portal > Atypical Individual Modification'. The main section is titled 'Specialty/Subspecialty List'. It features a table with columns: Specialty/Subspecialty, Start Date, End Date, Status, Operational Status, Inactivation Date, and Primary Specialty (Y/N). A single row is visible with the text 'HOME HELP INDIVIDUAL/No Subspecialty', a start date of 01/04/2018, an end date of 12/31/2999, a status of 'Approved', and an operational status of 'Active'. Above the table, there are filter options and a 'Go' button. Below the table, there are pagination controls showing 'View Page: 1' and 'Viewing Page: 1'. A red box highlights the 'Close' button in the top left corner of the table area.

Specialty/Subspecialty	Start Date	End Date	Status	Operational Status	Inactivation Date	Primary Specialty (Y/N)
HOME HELP INDIVIDUAL/No Subspecialty	01/04/2018	12/31/2999	Approved	Active		No

Step 3: Specialties

- Please Note: Step 3 status has now changed from Incomplete to Complete.
 - The Modification Status will show Updated if any changes were made.

CHAMPS < My Inbox > Provider >

Provider ID: Name:

Close Undo Update

Please update all steps to complete your revalidation process

View/Update Provider Data - Atypical Individual

Business Process Wizard - Provider Data Modification (Atypical Individual).

Step	Required	Last Modification Date	Last Review Date	Status	Modification Status	Step Remark
<input type="checkbox"/> Step 1: Provider Basic Information	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 2: Locations	Required	01/05/2023	10/03/2019	Complete	Updated	
<input type="checkbox"/> Step 3: Specialties	Required	10/03/2019	10/03/2019	Complete		
<input type="checkbox"/> Step 4: Associate Billing Provider/Other Associations	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 5: License/Certification/Other	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 6: Mode of Claim Submission/EDI Exchange	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 7: Associate Billing Agent	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 8: Taxonomy Details	Optional	10/03/2019	10/03/2019	Incomplete		
<input type="checkbox"/> Step 9: View Servicing Provider Details	Optional	10/03/2019	10/03/2019	Incomplete		
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<input type="checkbox"/> Step 14: Submit Modification Request for Review	Required	01/05/2023	11/21/2019	Incomplete		Modification Request has not been Submitted.

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Provider Resources



MDHHS Home Help Provider website:
www.Michigan.gov/HomeHelp



Provider Support:

ProviderSupport@Michigan.gov

1-800-979-4662



**Thank you for participating in the Michigan
Medicaid Program**